



## U.S. COMMODITY FUTURES TRADING COMMISSION

Three Lafayette Center  
1155 21st ST. N.W.  
Washington, DC 20581  
OFM  
Telephone: 202-418-5182  
Fax: 202-418-5529  
Office of Financial Management

December 15, 2008

To: Prospective Vendor

***Subject: Commodity Futures Trading Commission (CFTC) Request for Quotation No. CFOM-08-SO-0157***

We are enclosing a Request for Quotation (RFQ), Number CFOM-08-SO-0157, for Interior Painting Services at the CFTC, 1155 21<sup>st</sup> Street, NW, Washington, DC. A detailed statement of work is provided in the RFQ.

We invite you to submit a quotation in response to this RFQ. Quotation preparation instructions are included in the RFQ. Quotations are due no later than 3:30 PM local time on January 12, 2009.

This acquisition is 100% set-aside for small business. The North American Industry Classification System (NAICS) code for this acquisition is 238320 and the small business size standard is \$14 million (gross annual receipts).

The CFTC will schedule and hold a Pre-Quote site visit. Please contact Sonda Owens at (202) 418-5182, to find out the scheduled site dates/times and make arrangements for attendance.

All questions pertaining to this RFQ must be received by the CFTC no later than 3:30 p.m. local time on December 30, 2008. CFTC expects, but does not guarantee, to answer questions submitted by this time. Questions should be submitted in writing, by fax on (202) 418-5414, or by e-mail at sowens@cftc.gov. Questions, if answered, will be responded to in the form of an amendment to this RFQ.

All communication in response to the RFQ shall be directed to Sonda Owens, who may be contacted on (202)418-5182 or by e-mail at sowens@cftc.gov. Collect calls will not be accepted.

In the event of any inconsistency between this message and the RFQ, the RFQ shall govern.

Please confirm receipt of this RFQ.

Sincerely,

Sonda R. Owens  
Contracting Officer

Enclosure